

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

CD10-OWI-012
REVISION A
Effective Date: July 12, 2000

ORGANIZATIONAL WORK INSTRUCTION

CD10

EMPLOYEE CLEARANCE PROCESS

**APPROVING
AUTHORITY**

NAME

TITLE

ORG

DATE

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Manager

CD10

07/12/00

Marshall Space Flight Center Organizational Work Instruction CD10		
Employee Clearance Process	CD10-OWI-012	Revision: A
	07/12/00	Page 2 of 3

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline Document
Revision	A	07/12/00	Records paragraph revised and expanded

CD10 Employee Clearance Process

1. Purpose. The purpose of this OWI is to document the process by which the Human Resources Department processes a clearance for Marshall Space Flight Center employees.
2. Applicability. This OWI is applicable to the clearance of all Marshall Space Flight Center employees.
3. APPLICABLE DOCUMENTS.

NPG 1141.1

MSFC Form 383

NASA Employees Benefits Association Guide to Processing

4. DEFINITIONS.

4.1 MSFC – Marshall Space Flight Center

4.2 SF – Standard Form

4.3 SES – Senior Executive Service

4.4 NEBA – NASA Employees Benefits Association

4.5 OPF – Official Personnel Folder

5. INSTRUCTIONS.

The guidelines established in the referenced “Applicable Documents” (above) will be adhered to in all matters related to processing employee clearances. The Organization’s Administrative Officer initiates the clearance procedures for an employee. The employee must obtain MSFC Form 383 (Exhibit 1) from their Administrative Officer and clear through the various Offices of responsibility before final clearance through the Human Resources Department. Only item numbers 15, 18, and 19 on the SF 383 are relevant to the Human Resources Department. Item 15 pertains to Senior Executive Service employees (SES) only and the Personnel Management Specialist is responsible for clearing that item. The Specialist advises

Marshall Space Flight Center Organizational Work Instruction CD10		
Employee Clearance Process	CD10-OWI-012	Revision: A
	07/12/00	Page 3 of 3

the SES employee of their responsibility to file a Financial Disclosure Statement (SF 278, Exhibit 2) within 30 days of separation and return the completed SF 278 to the Human Resources Department for final processing through MSFC's Legal Department. All SF 383's are checked for signature clearance in all blocks. The Human Resource Department clears appropriate blocks of responsibility and receives the clearance form as the last item for clearance. The SF 383 is placed on the left side of the Official Personnel Folder and a copy is forwarded to the Payroll Department for out-processing purposes.

6. NOTES.

None

7. SAFETY PRECAUTIONS AND WARNING NOTES.

None

8. APPENDICES, DATA, REPORTS, AND FORMS.

Standard Form:

SF-383 and SF-278

NEBA Forms:

Enrollment Form, Cancellation Form, Medical Certification Form, and Optional Election Forms.

9. RECORDS.

Record Type: SF-383

Responsible Party: File Clerk

Location: Human Resources Department File Room, Building 4200, Room 334

SF-383 will be filed in the Official Personnel Folder.

Retention Schedule: OPF will be maintained in accordance with OPM Guide to Personnel Recordkeeping

10. TOOLS, EQUIPMENT, AND MATERIALS.

None

11. PERSONNEL TRAINING AND CERTIFICATION.

None

12. FLOW DIAGRAM.

None